

CIA INTERNAL USE ONLY

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15 August 1962

MEMORANDUM FOR: Chief, Records Management Staff

SUBJECT : Annual Report on Records Holdings in the OCR
Headquarters Area

1. The statistics concerning records holdings in the Office of Central Reference during Fiscal Year 1962 are as follows:

- a. Cubic feet of records on hand - July 1, 1961 36552
- b. Cubic feet of records on hand - June 30, 1962 44510
- c. Net increase during the year +7958
- d. Cubic feet of records destroyed in the
headquarters area during the year 3102

STATINTL



Records Management Officer, OCR

STATINTL

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM				
TO		NAME AND ADDRESS	DATE	INITIALS
1	Records Administration Office 604 1016 16th Street			
2				
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6				

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

Attached is the report on CS Record holdings for FY 1962. You will note the 1961 figure shows 396 cu. ft. more than the total reported to you last year. This results from an adjustment made after the report was sent to you.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
(C/DDP/SG) <i>[Signature]</i>	29 AUG 1962

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